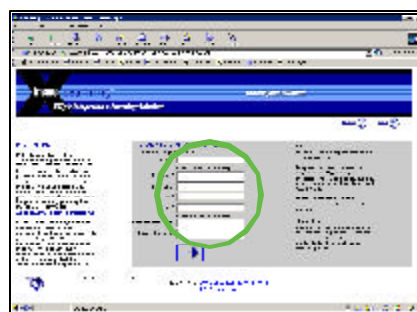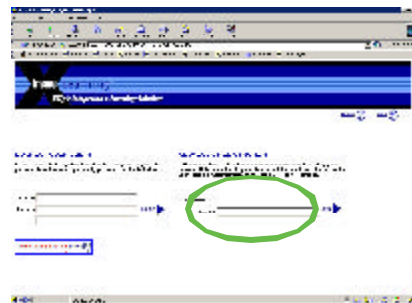# *e-learning*
Quick Reference Guide
www.xtremelearning.com
how to register for the first time

Please note: *You will only have to go through this process once.*

Go to *www.xtremelearning.com*
Fill in "New User Registration"
User ID: COCDFG0214
Password: WESTCOAST101
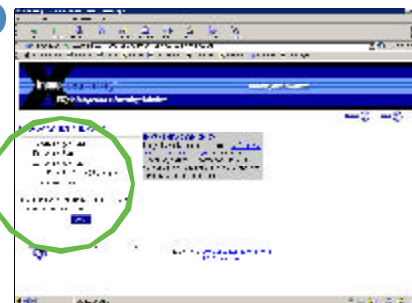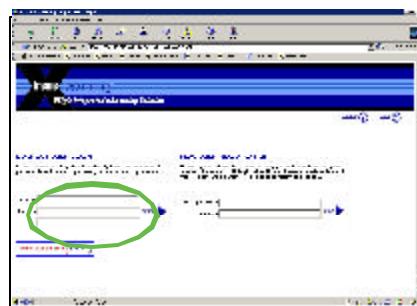**Click** on "Next".

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Fill in "CREATE YOUR ACCOUNT" information. Remember to write your user name and password down, and keep it handy, since you will need this information to access the classes. **Click Next**

Review account summary, if correct, click "DONE". You are now ready to login to Xtreme learning and take a course. **Click** on the link to the Xtreme leaning home page.

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Congratulations, you are now enrolled! From now on you will login as a "CURRENT USER". Company name is "CDFG", then type in your username and password.

Please note:
In order to get credit on your "Training History", and a certificate, for any OCBT classes, you will have to fill out and fax the User Information and Password forms to the Office of Training and Development. Fax # is (916) 227-5169. If you need assistance with this process, please call (916) 227-5156.